Viewing Sponsor, Site and Program Information

You are entering North Dakota Department of Public Instruction Child Nutrition and Food Distribution System (NDFoods).

North Dakota login

Already Registered - Not sure?

North Dakota Login: [_____]
Forgot Login

Password: [_____]
Forgot Password

[Login]

New to North Dakota Online Services?

[Register Now!]

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple ND Online Services
- Register once for secure access to State services

Need help? Read through the FAQ.

For assistance with this North Dakota Login, contact the Service Desk.

If you need assistance with **this Online Service**, please contact North Dakota Department of Public Instruction.

Enter the NDFoods System

Main Menu

Menu

Sponsor Profile
Search Orders
My Requests
Contact Us Form

Food

Search Food Survey

Claims and Payments

Submit Claim
Claim History
Search Claims
Program Rates
Search Payments

Food Invoice and Payment

Search Invoices

Work Queue

⚠ You have 37 unread message(s). View

- **Food Surveys** (1)
- **Claims Not Submitted** (28)

The options that are available for each user from the Main Menu are determined by which programs the Sponsor is participating in. Click on "Sponsor Profile"

Sponsor Profile

Details

Sponsor: New Town Public School		**Telephone:** 701-4	
LA No: 31001		**Fax:**	
Region: 2 - Minot		**PeopleSoft ID:** 4805	
Mailing Address: PO BOX 700		**Receive Direct Deposit:** No	
NEW TOWN, ND 58763-0700		**DUNS No:** 1555	
Shipping Address: PO BOX 700			
NEW TOWN, ND 58763-0700			
County: Mountrail			
Organization Type: Public			

Edit Sponsor Details

There are four tabs to view from the Sponsor information: Programs, Sites, Individuals and Accounting

Programs | Sites | Individuals | Accounting

Program	Year	Status	Action
Summer Food (SFSP)	2012	Approved	Discontinue | Sites | Individuals
School Nutrition (SNP)	2013	Approved	Discontinue | Sites | Individuals
Special Milk (SMP)	2013	Approved	Discontinue | Sites | Individuals
School USDA Foods (SCH)	2013	Approved	Discontinue | Sites | Individuals
Fruits and Vegetables (FFVP)	2014	Approved	Discontinue | Sites | Individuals
Child and Adult Care (CACFP)	2012	Approved	Discontinue | Sites | Individuals
Add A Program			

The Sponsor Profile contains sponsor, site and program details. Individuals and sites are connected to each program participated by the sponsor.

- The user can click on "Edit Sponsor Details" to make any changes to the sponsor information listed above.
- Click on any of the programs to view program specific information. To add a program, click on "Add A Program". (See program instructions "Add A Program")
- To view program specific information for a site or individual, click on the "Sites" or "Individuals" link under the Action section.
- Click on the Sites tab to view site details

Programs | **Sites** | Individuals | Accounting

Site	Plant No.	Accepts Delivery	Programs	Status	Action
Custer Elementary	254448	No	Child and Adult Care (CACFP), School Nutrition (SNP), School USDA Foods (SCH)	Approved	Discontinue
Mandan High School	5411	No	School Nutrition (SNP), School USDA Foods (SCH), Special Milk (SMP)	Approved	Discontinue
Mandan Warehouse		Yes	School USDA Foods (SCH)	Approved	
Mandan child care center	54121	No	Child and Adult Care (CACFP)	Approved	Discontinue
Add A Site					

Return

Click on a link to a site to view site details.

View Site

Details

Name: Custer Elementary	**Plant No:** 254448
Sponsor: Mandan Public School	**Area Eligibility:** No 🕐
Mailing Address: 901 DIVISION ST NW MANDAN, ND 58554-1641	**Administration Type:** Site is Legal Entity of the Sponsor
Shipping Address: 901 DIVISION ST NW MANDAN, ND 58554-1641	**Distribution Type:** Server Only
	Delivery Site: Mandan Warehouse
Telephone: 701-564-5899	
Fax:	

Edit Site Details

Programs | **Individuals**

Program	Year	Status	Action
Child and Adult Care (CACFP)	2013	Awaiting Renewal	Individuals
School Nutrition (SNP)	2013	Awaiting Renewal	Individuals
School USDA Foods (SCH)	2013	Awaiting Renewal	Individuals
Add A Program			

[Return] [View Sponsor]

Click on "Edit Site Details" to make any changes to the site's information.

Edit Site Details

Sponsor: Mandan Public School	
Name: Custer Elementary	
***Telephone:** 7015645899 (2223334444)	**Ext:**
Fax: (2223334444)	
***Administration Type:** Site is Legal Entity of the Sponsor ▼	

Mailing Address

***Address:** 901 DIVISION ST NW MANDAN ND 58554-1641 ▼

Shipping Address

***Same as mailing address:** ⦿ Yes ◯ No

[Cancel] [Save]

Make any necessary changes and click "Save".

View Site

Details

Name: Custer Elementary	**Plant No:** 254448
Sponsor: Mandan Public School	**Area Eligibility:** No 🕐
Mailing Address: 901 DIVISION ST NW MANDAN, ND 58554-1641	**Administration Type:** Site is Legal Entity of the Sponsor
	Distribution Type: Server Only
Shipping Address: 901 DIVISION ST NW MANDAN, ND 58554-1641	**Delivery Site:** Mandan Warehouse
Telephone: 701-564-5899	
Fax:	

Edit Site Details

Programs | **Individuals**

Program	Year	Status	Action
Child and Adult Care (CACFP)	2013	Awaiting Renewal	Individuals
School Nutrition (SNP)	2013	Awaiting Renewal	Individuals
School USDA Foods (SCH)	2013	Awaiting Renewal	Individuals
Add A Program			

Return   View Sponsor

Click on a program link to view program details for the site.

(Note: Each program will contain different information about the site.)

Click on the Individuals tab to view all individuals associated with the sponsor. Or click on the "Individuals" link under the Action column to view individuals associated with a particular program.

List Individuals

Sponsor: Mandan Public School
LA No: 30001
Site: Custer Elementary
Program: Child and Adult Care (CACFP)

Name	Role	Telephone	Email	Action
Becky Heinert	Lead Food Service Worker	701-751-6500	lkschloer@nd.gov	Edit | Delete
Becky Heinert	USDA Food Rep	701-751-6500	lkschloer@nd.gov	Edit | Delete
Add An Individual				

Return

Individuals can be viewed by clicking on the name link. The user may also add, edit or delete an individual. (To add an individual see section "Add an Individual".

Edit Individual

***Salutation:** Ms ▼	
Name: Becky Heinert	
***Title:** Food Service Director	
Email: lkschloer@nd.gov	
***Primary Telephone:** 7017516500	(2223334444) **Ext:**
Secondary Telephone:	(2223334444) **Ext:**
Login ID: authrep6	

Mailing Address

***Address:** 901 DIVISION ST NW MANDAN ND 58554-1641 ▼

Shipping Address

***Same as mailing address:** ○ Yes ○ No ● No Shipping Address

***Roles**

Select all the roles this person holds for any site.
☑ Authorized Rep
☐ Contact
☑ Finance Manager
☐ Invoice Contact
☑ Lead Food Service Worker
☐ Owner
☑ Record Keeper
☑ USDA Food Rep

Cancel   Continue

*Required

Make the necessary changes the individual's details and click "Continue".

Edit Individual

*Programs

Select all programs where Becky Heinert serves as a **Authorized Rep**.
- ☑ Child and Adult Care (CACFP)
- ☑ Special Milk (SMP)
- ☑ School USDA Foods (SCH)
- ☑ School Nutrition (SNP)

Select all programs where Becky Heinert serves as a **Finance Manager**.
- ☑ Child and Adult Care (CACFP)
- ☑ Special Milk (SMP)
- ☑ School USDA Foods (SCH)
- ☑ School Nutrition (SNP)

Select all programs where Becky Heinert serves as a **Lead Food Service Worker**.
- ☑ School Nutrition (SNP)
- ☑ Child and Adult Care (CACFP)

*Sites

Select all sites where Becky Heinert serves as a **Lead Food Service Worker**.
- ☑ Custer Elementary
- ☑ Mandan High School
- ☑ Mandan Warehouse
- ☑ Mandan child care center

Select all sites where Becky Heinert serves as a **USDA Food Rep**.
- ☑ Custer Elementary
- ☑ Mandan High School
- ☑ Mandan Warehouse
- ☑ Mandan child care center

[Return] [Save]

*Required

Edit any program information associated with that individual and click "Save".

| Programs | Sites | Individuals | **Accounting** |

Program	Unpaid Claims	Received Year to Date	Owed To DPI	Paid Year to Date
School Nutrition (SNP)				
Special Milk (SMP)				
School USDA Foods (SCH)				
Child and Adult Care (CACFP)				

No Balance Information to display at this time.

Claim History

[Return]

The last tab, Accounting, displays various accounting information for all participating programs.

If the sponsor participates in a program that receives claims for reimbursement, the user can click on "Claim History" from this screen to access information about past claims for reimbursement.